



JOB DESCRIPTION

Position Title: OFFICE ADMINISTRATOR (Bi-lingual)

Position Objective:

Provides a variety of administrative and clerical support to the organization. Duties may include researching and compiling information, maintain a database, excel spreadsheets, quarterly reporting and other duties as assigned.

Roles and Responsibilities:

- Prepare quarterly reports, check requests and back-up documentation for invoicing.
- Maintain a database of meeting attendees.
- Maintain record of family incentives and stipends.
- Staff support for Family Advisory Board Meeting
- Facilitate Lean on Me Support Group (Spanish)
- Warmline support
- Track staff (vacation, sick and personal days)
- Maintain inventory of office equipment and supplies
- Update social media

This list of essential functions is not intended to be exhaustive. The agency reserves the right to revise the job description as needed to comply with actual job requirements.

Required Qualifications:

- An individual with lived experience caring for a loved one with an emotional, behavioral, or mental health need.
- High School Diploma and two years of administrative support experience.
- Bilingual (English/Spanish)
- Must be a team player.
- Social media/website skills.
- Discretion and professional appearance required.
- The position frequently has low supervision, requiring the ability to work independently and make decisions with limited input.
- Must be able to pass a Level II background screening.
- Have flexibility to work evenings and weekends.
- Reliable transportation.
- Demonstrate cultural and linguistic competence and sensitivity to population served.

Desired Qualifications:

- Understanding of the Mental Health System of Care values and principles.

Skills:

- Must be exceptionally well organized and be capable of completing assignments with minimum guidance and supervision.
- Must be highly self-motivated, and able to work independently when required.
- Excellent interpersonal and communication skills; must be able to work well with families, senior managers, and community stakeholders.
- Proficiency in Microsoft Office. Applicant will be tested.

Special Conditions:

- Thorough Background Screening upon hire including FBI, FDLE, Local Law check, Employment Reference check, DMV check, Criminal Records check, Social Security Trace & Drug Screening. FDLE check will be run at least every 5 years.
- Travel - local: 10% per week, long-distance: 5% per month

Status: Non-exempt

Salary: \$35,000

Employment Type: Full-time

Note: Currently FFCFL does not offer a benefits package

This position reports directly to the Executive Director.

APPLY BY SUBMITTING YOUR RESUME AND COVER LETTER TO: mjones@ffcfllinc.org

CLOSING DATE: OCTOBER 31, 2022 AT THE CLOSE OF BUSINESS